

STATE OF CONNECTICUT DEPARTMENT OF REHABILITATION SERVICES

VOCATIONAL REHABILITATION ASSISTANT COUNSELOR DISABILITY CLAIMS EXAMINER

These positions are 100% federally funded

OPEN TO: Current State Employees and the Public

POSITION: Vocational Rehabilitation Assistant Counselor, Disability Claims Examiner
Bargaining Unit, P3-B

Job Posting No: DDSVRAC

SALARY RANGE: EB – 21, \$50,696.00 - \$64,469.00

LOCATION: Disability Determination Services
309 Wawarme Avenue
Hartford, CT. 06114

CLOSING DATE: February 3, 2014 – February 18, 2014

The Department of Rehabilitation Services, Disability Determination Services is presently accepting applications for multiple vacancies.

In Disability Determination Services, disability examiners are responsible for adjudicating disability claims filed through the Social Security Administration (SSA). Disability examiners are required to analyze medical evidence, evaluate vocational information, assess technical criteria of the SSA disability program, and prepare written determinations to evaluate eligibility for benefits. Applicants must have knowledge of disabling conditions, familiarity with medical terminology, and an understanding of vocational issues and the functional demands of work. Knowledge of the SSA disability program is helpful. Excellent computer and telephone communication skills are required. Successful candidates will possess excellent organizational skills, exceptional written and verbal communication skills, as well as good attention to detail. The ability to use sound reasoning and critical thinking to make decisions is also essential.

Eligibility Requirements: A Master's degree from an accredited college with a major course of study in rehabilitation counseling, psychology, education, vocational guidance, or a related behavioral or social science program. **Preference will be given to those with a Master's degree in Rehabilitation Counseling.**

Substitution allowed: For the Vocational Rehabilitation Counselor job classification level a Bachelor's degree from an accredited college with a major in one of the disciplines noted above and five (5) years of experience as a Disability Claims Examiner in a State Disability Determination Services agency.

RESPONSIBILITIES: Adjudicates claims for disability benefits filed under the Federal Social Security Administration; analyzes and evaluates medical, psychiatric, vocational and other evidence for consistency, validity and sufficiency. Confers with medical and other consultants to resolve complex problems; determines need for consultative examinations in fields of medicine, psychiatry, psychology and vocational guidance to obtain additional evidentiary documentation. Evaluates total evidence in accordance with Social Security criteria and determines capacity of claimant to engage in substantial gainful activity. Assesses vocational rehabilitation potential and prepares written determinations to document decisions. Performs related tasks as required.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of disabling conditions and medical terminology; considerable ability to gather, analyze, and evaluate significant information pertinent to the determination of eligibility for benefits and to rehabilitation; ability to communicate effectively; ability to write complete and concise decisions; some supervisory ability.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). Due to the large number of applications received, we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. Also, no fax, emailed or hand-delivered copies will be accepted.** Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Sabrina Betts, Human Resources Specialist
Department of Rehabilitation Services
25 Sigourney Street, Human Resources, 6th Floor
Hartford, CT. 06106

APPLICATIONS MUST BE POSTMARKED on or before February 18, 2014.

The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at:
www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.